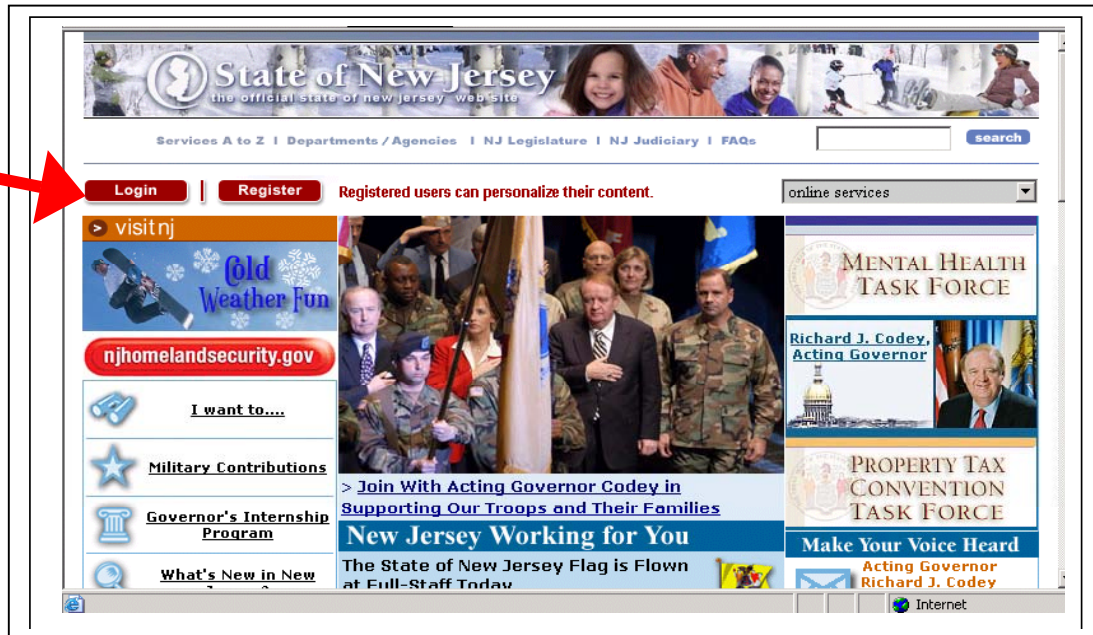


## Instructions for Accessing the NJ Portal NJ CEHAN Web Site

\*\* You will need the authentication code sent to you in your “Welcome to NJ CEHAN” email to complete this process\*\*

1. Go to the NJ State homepage at <http://www.nj.gov>. You will see the screen below.

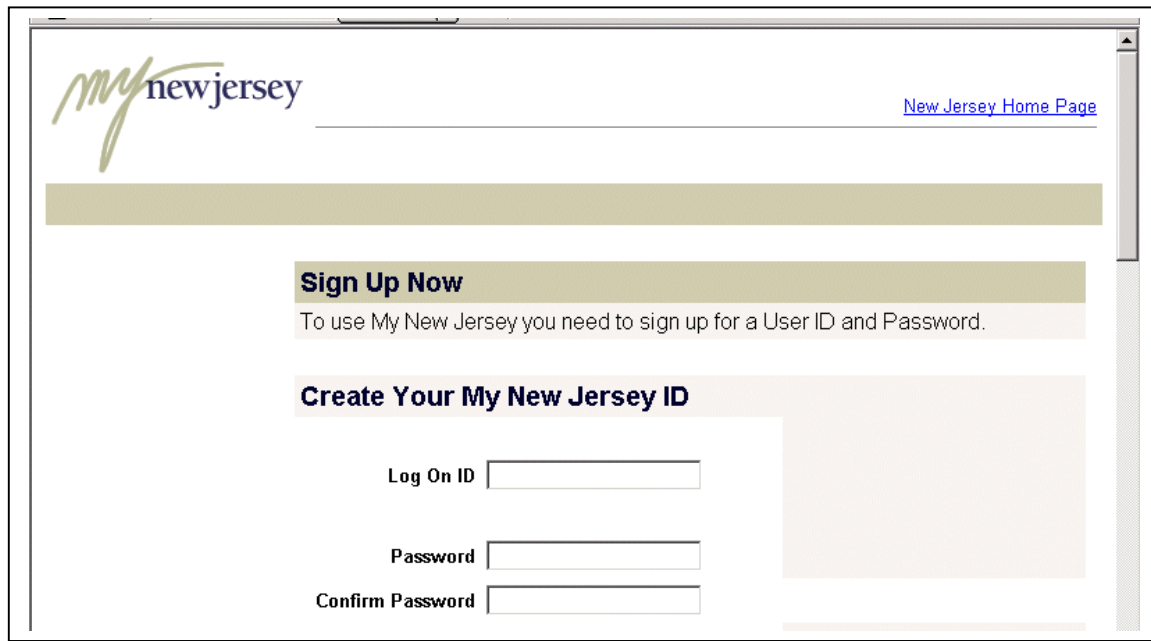


2. In the upper left hand corner, click the “Login” button. You will see the screen below:

A screenshot of the "Log On to My New Jersey" login page. At the top left is the "my newjersey" logo. At the top right is a link to "New Jersey Home Page". Below the logo is a red horizontal bar. In the center is a box titled "Log On to My New Jersey". Inside this box are two input fields: "Log On ID" and "Password". Below these fields is a "Log On" button. At the bottom of the box is a link to "Sign Up to Become a Member".

3. (\*If you already have previously registered on the NJ Portal, log on with your Log On ID and password)

If you have NOT previously registered, click on the link [sign up to become a member.](#) This will allow you to set up a log on name and password. You will only need to do this step once.) You will see the following screen:

The screenshot shows the 'my newjersey' website. At the top left is the logo, and at the top right is a link for 'New Jersey Home Page'. Below the logo is a horizontal olive-green bar. Underneath this bar is a section titled 'Sign Up Now' in bold. Below the title is a light beige box containing the text: 'To use My New Jersey you need to sign up for a User ID and Password.' Below this is another section titled 'Create Your My New Jersey ID' in bold. Underneath this title are three input fields: 'Log On ID', 'Password', and 'Confirm Password'. To the right of these fields is a large, empty light beige rectangular area. The entire page is enclosed in a thin black border.

You can create your own Log On ID. It can be your initial and last name (such as jdoe) or something else you can easily remember. Enter a password you will remember.

Enter a question that you will remember the answer to (Such as “what is your cat’s name?”) and fill in the answer.

Complete the rest of the form. And click the “Submit this form.”

4. ENTERING THE AUTHENTICATION CODE:

Log on to the NJ Portal ([www.nj.gov](http://www.nj.gov)) using the ID and password you have just created.

Once you have logged in, click the “Enter Authentication Code” link at the top of the screen. See Below



Once you click “[Enter Authentication Code](#)”, the following screen will display:

 This screenshot shows the 'myNewJersey' authentication screen. The header features the 'mynewjersey' logo. Below the logo, there is a green bar with the text 'Enter myNewJersey Authentication Information'. A list of five instructions is provided:
 

1. Enter your authentication code, if you received one, in the text box below.
2. Click 'Finished'.
3. Your authentication code will be verified and your profile will be updated with the new role.
4. If this process succeeds, the myNewJersey Portal will close your current session and your browser will be returned to the login screen.
5. Please log back in and verify that your myNewJersey desktop includes the content for your new role.

 Below the instructions, there is a text box labeled 'Authentication code (if you have one)'. A red arrow points to this text box. At the bottom right, there are two buttons: 'Cancel' and 'Finished'.

Type in (or cut and paste) the authentication code that you received in your NJ CEHAN Welcome email. Click the “finished” button.

The system will log you out automatically and you will need to log back in.

5. Log back onto the portal. On the left hand column (depending upon layout options) you should have the following forums. See below:



# State of New Jersey

the official state of new jersey web site

online services

search

Services A to Z | Departments / Agencies | NJ Legislature | NJ Judiciary | FAQs

Welcome Deirdre Garrity  
Tue Jan 04 09:30:48 EST 2005

[MyNewJersey](#)  
[Logout](#)

[change profile](#) | [enter authentication code](#) | [choose start page](#) | [options](#) | [content layout](#) | [help](#)

[NJ Home](#)  
[Citizen](#)  
[Employment](#)  
[Transportation](#)  
[Education, Training](#)  
[Environment](#)  
[Community, Home, Consumer](#)  
[Attractions, Arts, Sports, Recreation](#)  
[Safety, Social](#)

myNJ.earthWatch

Trenton, NJ: Overcast 46 F

Today	Tonight	Wednesday
		
Mostly Cloudy	Rain Likely	Sleet
Hi 52 F	Lo 35 F	Hi 33 F

Air Quality: [Central Delaware Valley](#)

Current:  Forecast:

[Senior Services](#)  
[Business](#)  
[Government](#)  
[MyNewJersey](#)

Discussion Forum

DEP Enforcement Documents ...  
[more](#)  
11/18/04 test  
[View all Forum Topics](#)

DEP Apps

[DEP Groupwise](#)  
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Document Library

Search

☒ Name/Desc ☐ Publisher ☐ Days

DEP Enforcement Documents ...  
[more](#)  
12/17/04 Using Data Miner  
[View all Library Documents](#)

If you need assistance registering or logging into the portal, please contact the DEPT. of Environmental Protection Information Technology Help Desk at (609-777-0005) or bv email at [helpdesk@dep.state.nj.us](mailto:helpdesk@dep.state.nj.us).